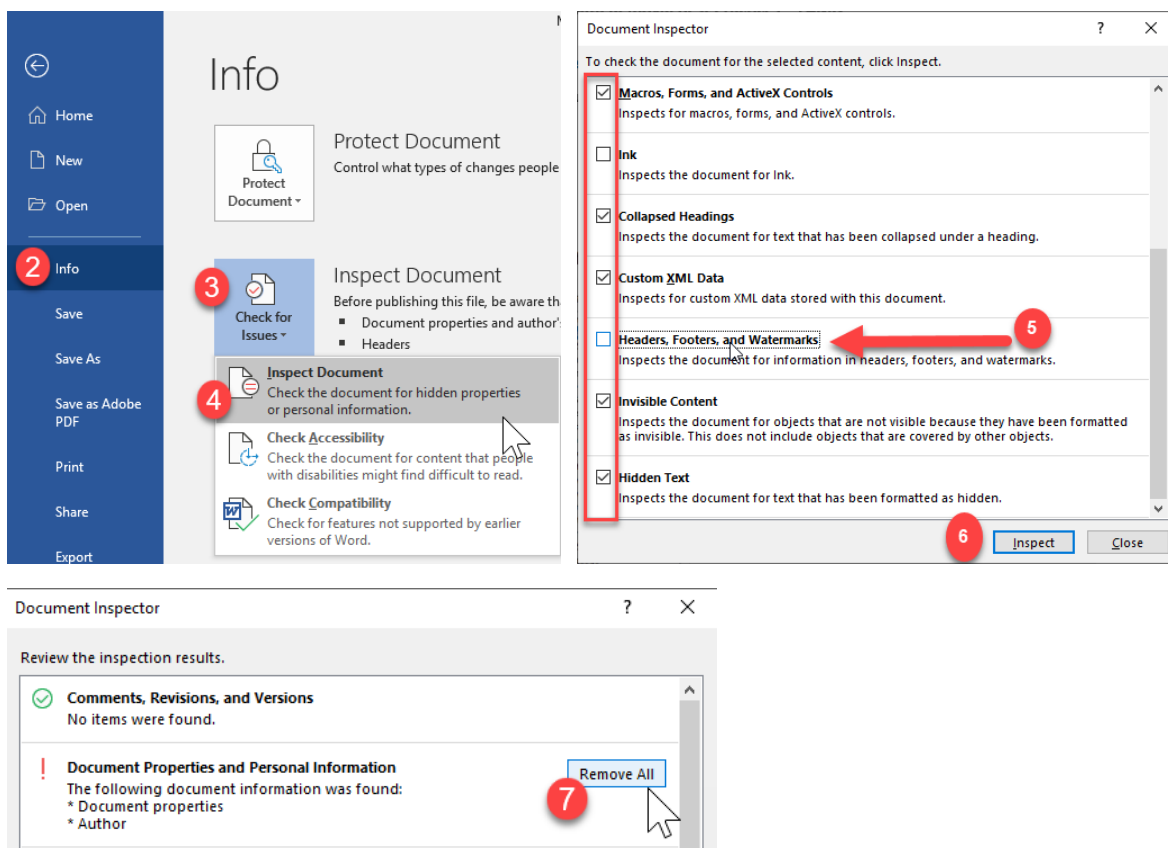


Metadata Removal Best Practices when E-Filing – LAMD

Microsoft Word

Removing metadata in Microsoft Word

1. Click **File** on the main menu bar.
2. Select **Info**.
3. Click **Check for Issues**.
4. Select **Inspect Document**. This opens the Document Inspector dialog box.
5. Un-Check **Headers, Footers, and Watermarks**.
6. Click **Inspect**.
7. Click the **Remove All** button next to the content you want to remove (Figure 19).
8. Click **Close**. If you would like to reinspect the document to verify that the content was removed, you can do so by clicking **Reinspect**; this will take you back to step 5.



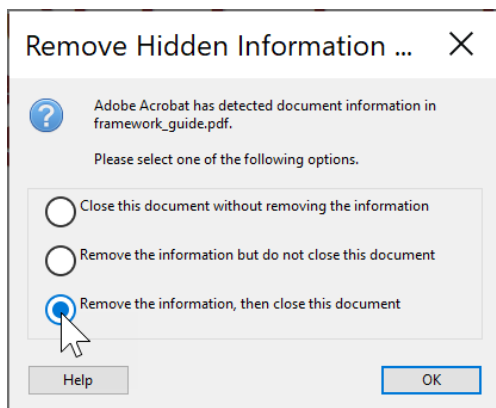
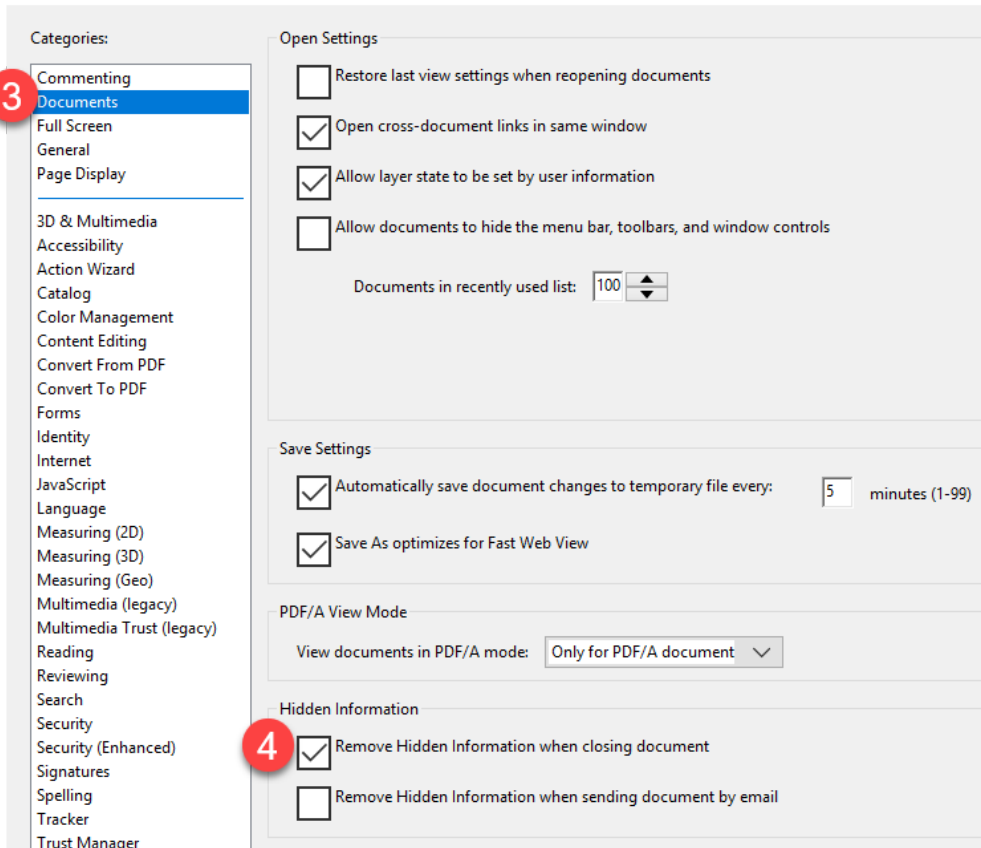
Metadata Removal Best Practices when E-Filing – LAMD

Adobe Acrobat

Configuring Adobe Acrobat to remind you to remove metadata when saving

1. Click **Edit** on the main menu bar.
2. Click on **Preferences**.
3. Select **Documents** from the Categories list on the left pane.
4. Check **Remove Hidden Information when closing document**, if unchecked.
5. Click **OK**. Now, anytime you close a file you will be presented with the Remove Hidden Information dialog box (screen capture below).

Preferences

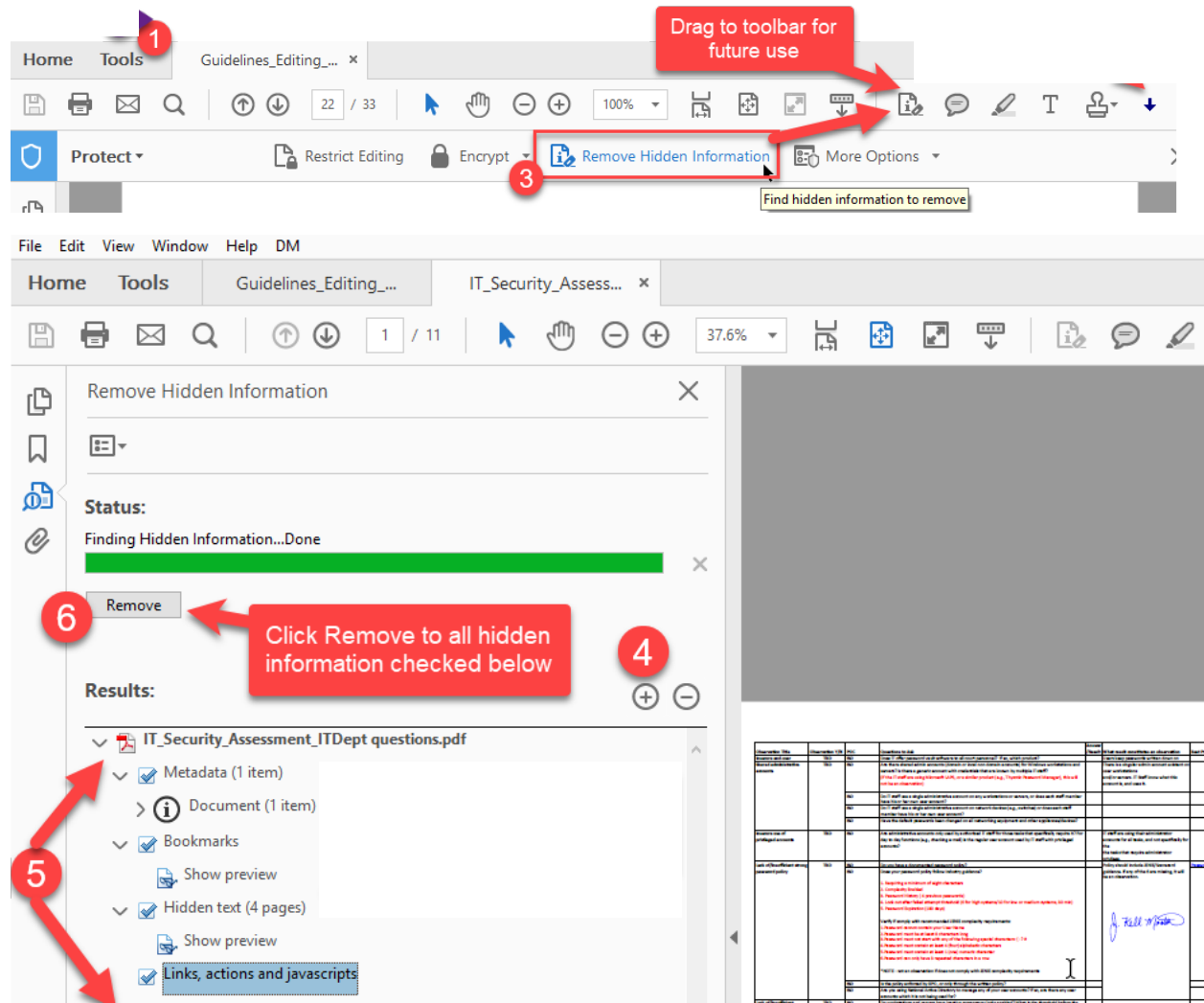


Metadata Removal Best Practices when E-Filing – LAMD

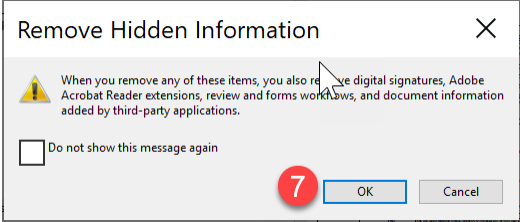
Adobe Acrobat

A) Removing metadata in Adobe Acrobat

1. Click **Tools** on the top-left of the screen.
2. Select **Protect** from the **Protect & Standardize** section.
3. Select **Remove Hidden Information** from Protect tool bar (see screen capture on how to bookmark this option by dragging it to your upper toolbar for future use). This displays the Remove Hidden Information pane on the left side of the screen.
4. Click the **Expand (+)** icon on the Remove Hidden Information pane to show all information on the results list.
5. Uncheck the content or metadata that you do not want to remove.
 - a. To view metadata, click the **Show preview** option.
6. Click **Remove**. This displays the Remove Hidden Information warning box.
7. Click **OK**.
8. When finished, close the Remove Hidden Information pane.



Metadata Removal Best Practices when E-Filing – LAMD

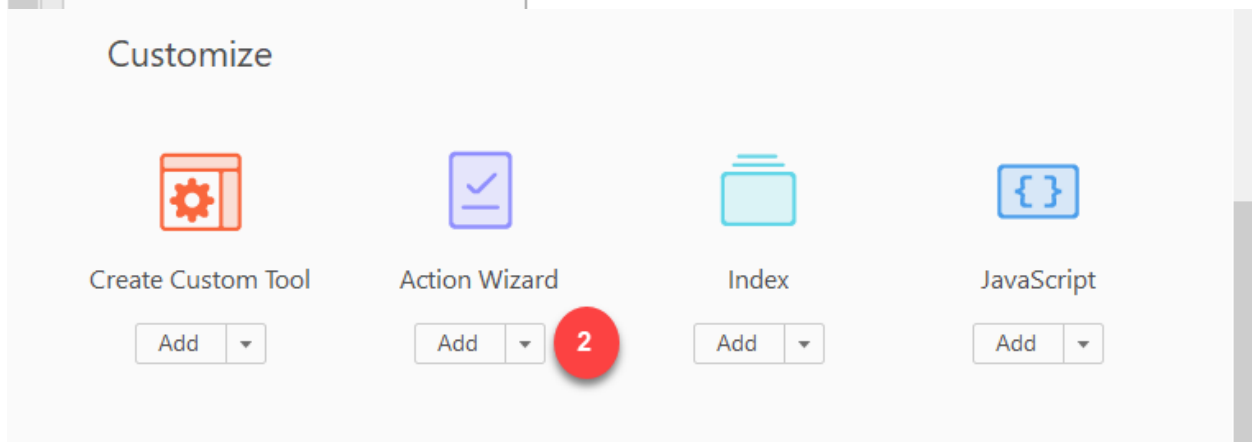
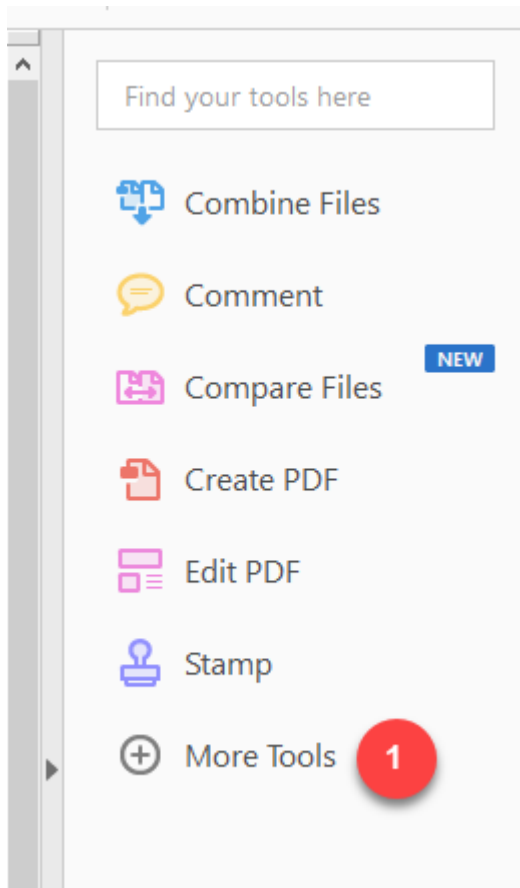


Metadata Removal Best Practices when E-Filing – LAMD

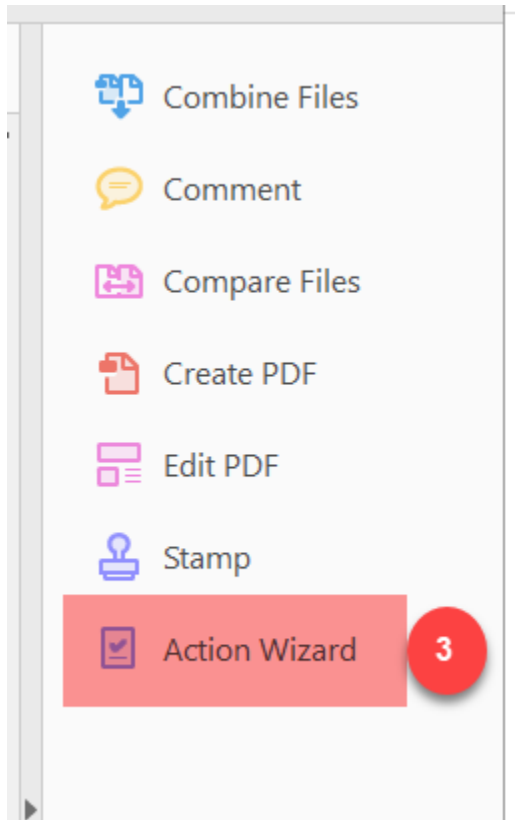
Adobe Acrobat Metadata Removal Action Shortcut

Add Action Wizard Shortcut to Side Bar

1. Click More Tools
2. Scroll down to the Customize Section and click Add under Action Wizard
3. The Action Wizard shortcut will now be on your Shortcut bar (right side of Adobe)
4. See screenshots below



Metadata Removal Best Practices when E-Filing – LAMD

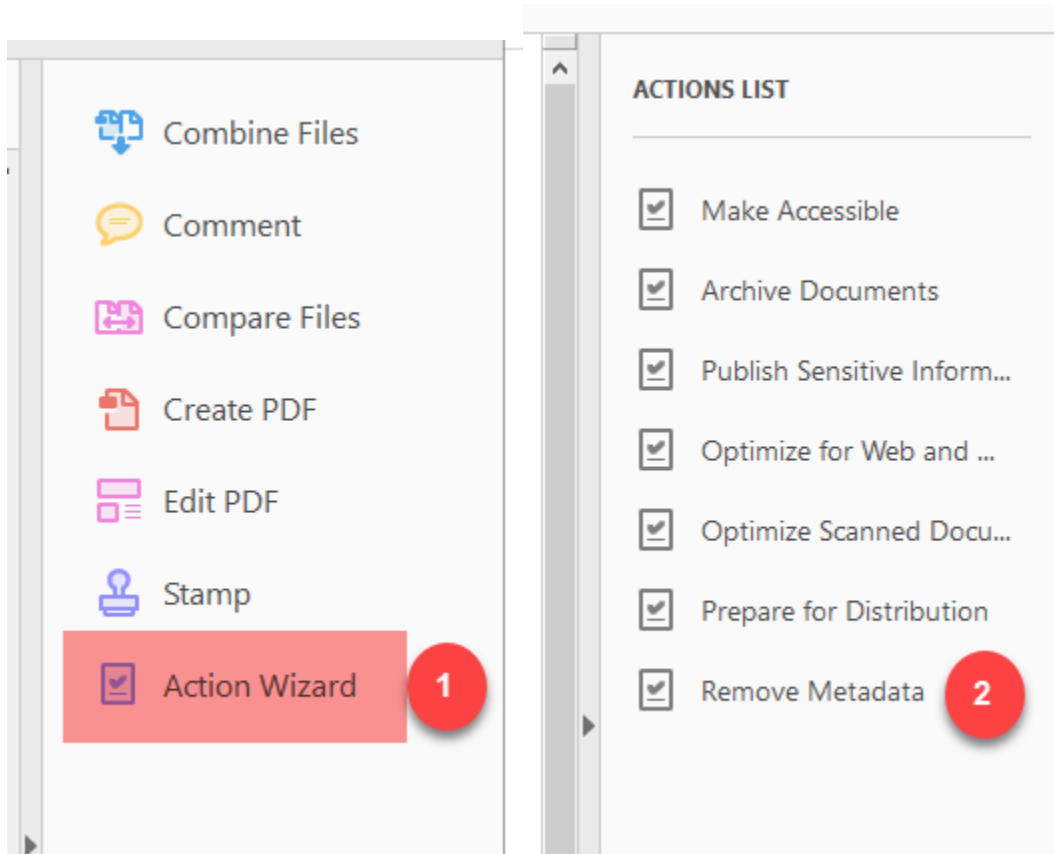


Metadata Removal Best Practices when E-Filing – LAMD

Adobe Acrobat

B) Removing metadata in Adobe Acrobat

1. Select Action Wizard from Shortcut bar (right side)
2. Click Remove Metadata
3. Click Start
4. Select file location (C:\Metadata_Removed). This will only need to be done the first time.
 - a. Once complete the document will be saved to your C:\Metadata_Removed folder with _final.pdf appended to the name.
 - b. See Screenshots below



Metadata Removal Best Practices when E-Filing – LAMD

The screenshot illustrates the process of removing metadata from a PDF file. The main window shows the 'Remove Metadata' tool with 'Test_final.pdf' selected. A red circle with the number '3' highlights the 'Start' button. A 'Browse For Folder' dialog box is open, showing the file system tree with 'Local Disk (C:)', 'SDD Share (F:)', '(H:)', 'Documents', 'DC Apps Share (K:)', and 'DataDirs (L:)' listed. The 'Metadata_Removed' folder is selected and highlighted with a red box. The 'Folder:' field contains 'Metadata_Removed'. The 'OK' button is highlighted with a red circle with the number '4'. Below the main window, the 'Action Wizard' panel is visible, showing 'Test.' in the main area and a 'Remove Metadata' panel on the right. The 'Remove Metadata' panel shows 'Test.pdf' in the 'Files to be processed' list, a 'Completed' button, and a 'Remove PII and SPI' section with 'Remove Hidden Information' and 'Save to Local Folder' checked.

Once all metadata (personal identifying information – PII and sensitive person Information – SPI) has been removed you will see that the document has been saved with _final appended to the end of the name.